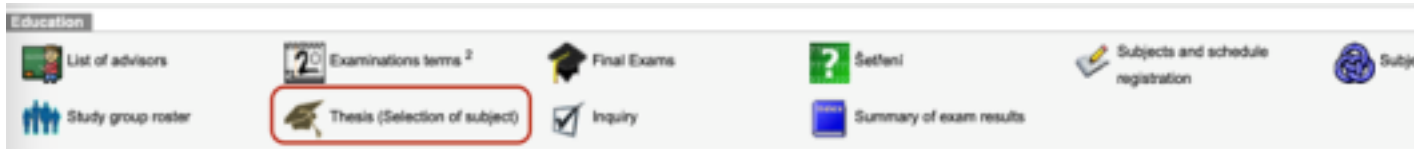


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# Instructions for submitting work in SIS

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1. Select the **Thesis** module:






2. Search for your thesis in the filter:

A screenshot of the Thesis filter form. The form includes fields for Faculty (Faculty of Humanities), Department, Thesis discipline (Anthropological studies (AS18), Anthropological studies with specialisation in Historical anthropology (AS18\_HI), Anthropological studies with specialisation in Philosophical anthropology (AS18\_FI), Anthropological studies with specialisation in Sociocultural anthropology (AS18\_SK), Anthropology (ANTR)), Thesis supervisor, Study programme of the thesis, Search, Course, Year of announcement, Year of defence, Thesis type, Theses (all, in progress, defended, not assigned, not finished, my theses (selected), theses prepared for defence), My branch of study, Display, results per page, Search, and Clear filter. The 'my theses' radio button is highlighted with a red box.


3. View **detail**:

Thesis title	Year of announcement	Year of defence
Forming and development of trans settlement Proudly	2023/2024	

4. Click on the **Edit** tab in the left upper corner of the window:

59:38    **List of theses**


Details **Edit** Requests

 **Development environment - Development environment - Development environment**

Data in this database are refreshed every day with the data from the production environment.

### Edit work

\* Thesis title in Czech:



5. Choose type of file to upload from the list in the lower part of the screen:

**Note:** Do not be confused by the term *defended*. It indicates files of the thesis that will be defended later.

## Add file:



### Notice:

1. First assure yourself that the basic information on your work in the header is correct.
  2. Then check and/or modify the data in the section "Edit work" above.
  3. Not before that start to append the appropriate files, namely the very important ones. The fact that the submission is in English abstracts means that the PDF/A validation check is not performed.
  4. Ascertain yourself that the files you have saved are correct by re-downloading them.
- *The text of the thesis can be submitted only in PDF/A format (version 1.4 or higher). Other formats (WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format) can be used for attachments.*
  - *In special cases, other than approved formats (mentioned above) can be used.*
  - *The size of accepted files is individually limited by about 850MB. In case of larger files, please contact the HelpDesk.*
  - *If you have problems submitting your work, please contact [HelpDesk](#). In case of any other questions, please contact the HelpDesk.*

Choose type of uploaded file:



Text of the thesis (defended)

Attachment to the thesis (defended)

Abstract in Czech

Abstract in English

Annotation - release solver

Annotation in English - release solver

### Work submission:

- By pressing the button "Submit" the work is submitted to the faculty.
- Meanwhile, I am aware that the work is submitted and the paper version is not submitted.
- Simultaneously, I am aware that the work is submitted and the paper version is not submitted.



### Note:


6. Open the dialogue window for uploading by clicking on the search icon:

1. First assure yourself that the basic information on your work in the headings is correct.  
2. Then check and/or modify the data in the section "Edit work" above.  
3. Not before that start to append the appropriate files, namely the very text of the work, the English abstracts means that the PDF/A validation check is not performed for these files.  
4. Ascertain yourself that the files you have saved are correct by re-downloading and inspecting.

- The text of the thesis can be submitted only in PDF/A format (version 1a or 2u). It is recommended that WAW, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used. For more information, see the HelpDesk.
- In special cases, other than approved formats (mentioned above) can be submitted as part of the work.
- The size of accepted files is individually limited by about 850MB. In case your work and/or its parts exceed this limit, submit the printed form of the work at the latest.
- If you have problems submitting your work, please contact [HelpDesk](#). In the request, do not forget to mention the number of the work.

Choose type of uploaded file: Text of the thesis (defended)

File: -  

 Save


**Work submission:**

- By pressing the button "Submit" I confirm that the submitted electronic form of the work is correct and I agree with the terms of the submission.

7. Select and upload the file:

**Upload file: File**

File: Vybrat soubor není vybrán žádný soubor

 Save

Upload file: File

File:

Vybrat soubor

#30282\_priklad.pdf

Save

8. Save the selected file:

If you have problems submitting your work, please contact [HelpDesk](#). In the

.

Choose type of uploaded file:

Text of the thesis (defended)

File: Test.pdf

Save

Work submission:

9. After uploading the files, you must wait for the PDF/A check to finish (maximum of 30 minutes).




**Note:** The status check in the adjacent column (state of the plagiarism check) does not affect the submission of thesis.

Submitted on	PDF/A check	Status
24	created request to similarity check	N

10. Annex(es) with text or image od data should be in PDF/A format (version 1a or 2u). In other cases JPEG, WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used.

**Note:** If the file with the annex is not in a supported format, convert it to one of the supported formats or fill out a request for (Student's) proposal to authorize non-standard attachment format (see the Requests tab in top menu). Unsupported format types are, for example, DOCX, XLSX, M4A.



If it is necessary to attach more than one file of annexes to a thesis, please, create a package in a ZIP format (others like RAR, 7z etc. are not supported).


9:53    **List of theses**

Details Edit **Requests**

**Development environment - Development environment - De**

Data in this database are refreshed every day with the data from

Type of request	State of the request	Re
  (Student's) proposal to authorize non-standard attachment format		



11. If all matters relating to the work are correct, submit it by clicking on **Submit**:

Please note that, after clicking the **Submit** button, it will no longer be possible to change the file with the thesis text, its annexes, or the abstract. After submitting the work, it is possible to insert only the correction file type – Errata.



## Work submission:

- By pressing the button “Submit” I confirm that the work is my own and I have not plagiarized.
- Meanwhile, I am aware that the correctness and the paper version may be considered as a reference.
- Simultaneously, I am aware, that pursuant to the regulations of the University of the Pacific, the work submitted electronically after October 1, 2023, will be considered as a reference.

## Note:

- After the button “Submit” has been pressed, the work will be considered as a reference.
- The works submitted electronically after October 1, 2023, will be considered as a reference.

